

SENIOR BUYER*Class Definition*

Under general supervision, procures materials, supplies, services, and equipment and bids public works projects; develops, reviews, and evaluates bids and contracts for City Departments; and may provide lead direction to other Buyers.

Distinguishing Characteristics

Senior Buyer is the advanced working/lead level class in the Buyer series. Incumbents process complex formal bids and Requests for Proposals, provide procurement services to assigned Departments in the City, and may lead and direct subordinate staff. This class is distinguished from Buyer II by the difficulty and complexity of assignments and/or that the Buyer II is not assigned lead responsibilities. It differs from Supervising Buyer in that the latter supervises the day-to-day activities of the centralized purchasing program in the Purchasing Division.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Handles formal bid processes for complex projects, such as, technologically advanced equipment, public works projects and other non-routine procurement, including prequalification processes if appropriate; prepares specifications for formal bids and for Requests for Proposals with technical assistance from users; prepares informal bids, including technical specifications, as necessary; assists with the evaluation of formal bids and Requests for Proposals; and provides recommendations for award by the City Council for formal bids and Requests for Proposals.

May lead and assign work to subordinate buyers; may assist lower level personnel in the preparation of the more difficult or complex specifications for bid requests.

Completes and processes requisitions and places orders with vendors. Locates sources of supply; performs price and cost analyses; evaluates quality and suitability of supplies and materials.

Confers with user departments and may chair committees to determine purchasing needs and specifications insuring compliance with City requirements.

Corresponds with vendors to discuss problems regarding quality, cost, terms, delivery, discounts, or transportation of ordered materials; to resolve disputes and protests; to complete contract documents; and to make adjustments when errors or omissions have occurred.

Assists Minority/Women Business Enterprises vendors in the bidding processes.

Inputs, updates, retrieves and verifies a variety of information using a word processor or computer terminal.

Performs other duties as assigned.

Knowledge, Abilities, and Skills

Considerable knowledge of purchasing methods and procedures and of the techniques of specification writing.

Knowledge of the technique of grading and analyzing supplies and materials, price and cost analysis, value analysis, and of the laws related to public purchasing.

Knowledge of law relating to public works projects, including subcontractor law, filing of errors; and knowledge of insurance and bonding requirements.

Knowledge of the Minority/Women Business Enterprise regulations.

Ability to analyze problems and make appropriate recommendations.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships.

Ability to use a variety of computer business software applications.

Minimum Qualifications

Two years of experience as a journey level buyer with a governmental agency or large business procuring a variety and volume of items.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director

DATE: _____